

## REVIEW OF QA PROJECT PLANS FOR THE ENVIRONMENTAL PROTECTION PROGRAMS

**Purpose** This RRES Division procedure describes the processes for obtaining peer review and organizational review of Quality Assurance Project Plans (QAPP) within the environmental groups of the division.


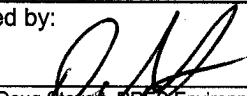
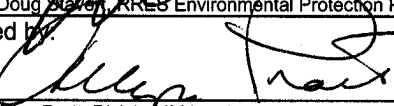
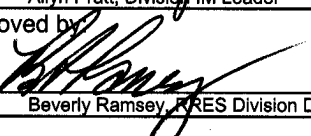
**Scope** This procedure applies to the development or revision of QAPPs for all projects and programs within the Environmental Protection Program groups of RRES (including MAQ, WQH, SWRC, and ECO).

**In this procedure** This procedure addresses the following major topics:

Topic	See Page
General Information About this Procedure	2
Who Requires Training to this Procedure?	2
Preparing and revising a QA Project Plan	4
Records Resulting from this Procedure	5

**Hazard Control Plan** The hazard evaluation associated with this work is documented in the appropriate HCP of the employee's group.

**Signatures**

Prepared by:  Terry Morgan, MAQ QA Officer	Date: 2/10/03
Approved by:  Doug Staven, RRES Environmental Protection Programs Manager	Date: 2/10/03
Approved by:  Allyn Pratt, Division IM Leader	Date: 2/10/03
Approved by:  Beverly Ramsey, RRES Division Director	Date: 2/24/03

02/10/03

### CONTROLLED DOCUMENT

This copy is uncontrolled if no red stamp is present. Users are responsible for ensuring they work to the latest approved revision.

## General information about this procedure

**Attachments** This procedure has the following attachments:

Attach. Number	Attachment Title	No. of pages
1	QA Project Plan Traveler	1
2	Comment Resolution Form	2

**History of revision** This table lists the revision history of this procedure.

Revision	Effective Date	Description of Changes
0	2/24/03	New document.

**Who requires training to this procedure?** The following personnel require training before implementing this procedure

- Preparers of QAPPs
- RRES environmental protection program project leaders
- RRES environmental protection program group leaders

**Training method** Training to this procedure will be by “**self-study**” (**reading**) and will be documented in accordance with the employee’s group’s procedure for training.

**Definitions specific to this procedure** Quick-change revisions: changes to a plan that do not affect the safety aspects of the process, do not substantially affect the technical aspects of the plan or procedure, and do not substantially affect those who follow the document or use the results.\_

**References** The following documents are referenced in this procedure:

- RRES-IMP-EPP, “Integrated Management Plan for the Environmental Protection Programs”

**Note** Actions specified within this procedure, unless preceded with “should” or “may,” are to be considered mandatory instruction (i.e., “shall”).

## Preparing and revising a QA Project Plan

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<b>Overview</b>	The RRES Division Integrated Management Plan for the Environmental Protection Programs (RRES-IMP-EPP) calls for a peer review of all Program QAPPs. Follow the process outlined below for preparing new QA Project plans and for revising existing plans.
<b>Determine need for a new QA Project plan</b>	Any <b>project leader</b> or <b>other manager</b> in one of the Environmental Protection Program groups, in cooperation with the group leader and program manager, identifies the need for a project plan by completing Part 1 of a QA Project Plan Traveler (attachment 1).
<b>Concur with need for plan</b>	The <b>group leader</b> concurs with the need for the QA project plan by signing the traveler and forwarding it to the RRES Division Environmental Protection Programs Manager.
<b>Identify required reviewers</b>	The <b>group leader</b> and <b>program manager</b> determine who must review the plan and enter the names on the traveler in Part 2 and Part 3.
<b>Obtain reviews</b>	When ready, the <b>preparer</b> sends the draft plan and a comment resolution form to each reviewer for review. As a guide, reviewers should review against the criteria given immediately below (not intended to be all-inclusive criteria).
<b>Review criteria</b>	<p><b>Reviewers</b> should review QAPPs against the following criteria:</p> <ul style="list-style-type: none"><li>• What protection program decisions does this QAPP support?</li><li>• Are the DQOs defensible and linked to program decisions?</li><li>• Are the roles and responsibilities clear?</li><li>• Does the scope of work delineate between institutional and facility/operations areas of responsibility?</li><li>• Who owns the liability (NNSA or UC or both)?</li><li>• Does the scope match the requirements?</li><li>• Are all regulatory requirements covered in the QAPP?</li><li>• Are the regulatory deliverables spelled out?</li><li>• Does the work described meet the standards in the EPP-QMP?</li></ul>

## Preparing and revising a QA Project Plan, continued

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### Recording reviewer comments

**Reviewers** may record any concerns with the document on the comment resolution form (Attachment 2) or mark a copy of the draft. If the forms are used, reviewers should complete these forms electronically, but hard copies are also acceptable. When the reviews are complete, the **reviewers** return comments to the preparer.

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### Resolve comments

The **preparer** addresses and resolves all reviewer comments as necessary to reach agreement with all required reviewers. After all reviewers are satisfied with the resolution of their comments, the **preparer** obtains their signatures on the traveler.

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### File traveler

When completed, the **preparer** sends the completed traveler, any comment resolution forms used, and the final document to the division records coordinator for filing.

## Records resulting from this procedure

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### Records

The following records generated as a result of this procedure are to be submitted **within two weeks of the effective date** to the division records coordinator:

- Copy of approved procedure (unnecessary for deletions of procedures)
- QA Plan Traveler (attachment 1)
- Any Comment Resolution forms used by reviewers



RRES Division Environmental Protection Programs  
**QA PROJECT PLAN TRAVELER**

This form is from RRES-DO-103

**Part 1** (completed by any project leader)

Plan Identifier: \_\_\_\_\_ Revision: \_\_\_\_\_

Plan title: \_\_\_\_\_

Action Requested: ☐ New plan ☐ Major revision of existing plan ☐ Deletion of existing plan

Description of and reason for action: ☐ Quick-change revision of existing plan (parts 3 and 5 N/A)

\_\_\_\_\_  
Signature Name (print) Date

**Part 2** (completed by appropriate group leader)

Assigned preparer: \_\_\_\_\_. Affected internal teams, programs, groups, or individuals required to review this plan and others who should review it (indicate "optional"):

Reviewers:

\_\_\_\_\_  
Signature Name (print) Date

**Part 3** (completed by Environmental Protection Program Manager)

Confer with Environmental Protection Program leaders. Affected external teams, programs, groups, or individuals required to review this plan and others who should review it (indicate "optional"):

Reviewers:

\_\_\_\_\_  
Signature Name (print) Date

**Part 4** (completed by preparer)

Draft prepared and sent for formal review on: \_\_\_\_\_. Comments resolved on: \_\_\_\_\_. After comments have been resolved with each reviewer, obtain signatures of the reviewers in part 5.

**Part 5** (signed by required reviewers: NA for quick-change revisions)

I attest that all my comments and concerns have been satisfactorily discussed, resolved, and/or incorporated into the final version of the plan.

\_\_\_\_\_  
Signature Name (print) Date

\_\_\_\_\_  
Signature Name (print) Date

\_\_\_\_\_  
Signature Name (print) Date

\_\_\_\_\_  
Signature Name (print) Date

\_\_\_\_\_  
Signature Name (print) Date

(Use back side for additional signatures)

Preparer: After all reviewers have signed above section, submit this form with copy of draft and final plan to records coordinator.





PEER REVIEW COMMENTS/RESOLUTIONS

Page 1 of 2

Part 1 (to be completed by the preparer)

Date: \_\_\_\_\_

Title: \_\_\_\_\_ ID #: \_\_\_\_\_ Rev. #: \_\_\_\_\_

Comments are due by: \_\_\_\_\_ (Date) \_\_\_\_\_

Return comments or questions to (Preparer/Author): \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

AND \_\_\_\_\_ AT \_\_\_\_\_

Part 2 (to be completed by the Reviewer)

Reviewer's Name (Print): \_\_\_\_\_ MS: \_\_\_\_\_ Group: \_\_\_\_\_

Received on (Date): \_\_\_\_\_ Review completed on: \_\_\_\_\_ Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

Comment #	Location <sup>1</sup>	M/O <sup>2</sup>	Reviewer's Comment/Suggestion	A/R <sup>3</sup>	Preparer's Proposed Revision/Resolution	Final Resolution

<sup>1</sup>page, paragraph, line

<sup>2</sup>M = mandatory / O = optional

<sup>3</sup>A = accept / R = reject



**QA PROJECT PLAN TRAVELER**

This form is from RRES-DO-103

**Part 1** (completed by any project leader)

Plan Identifier: \_\_\_\_\_ Revision: \_\_\_\_\_

Plan title: \_\_\_\_\_

Action Requested: ☐ New plan ☐ Major revision of existing plan ☐ Deletion of existing planDescription of and reason for action: ☐ Quick-change revision of existing plan (parts 3 and 5 N/A)\_\_\_\_\_  
Signature\_\_\_\_\_  
Name (print)\_\_\_\_\_  
Date**Part 2** (completed by appropriate group leader)

Assigned preparer: \_\_\_\_\_. Affected internal teams, programs, groups, or individuals required to review this plan and others who should review it (indicate "optional"):

Reviewers:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Name (print)\_\_\_\_\_  
Date**Part 3** (completed by Environmental Protection Program Manager)

Confer with Environmental Protection Program leaders. Affected external teams, programs, groups, or individuals required to review this plan and others who should review it (indicate "optional"):

Reviewers:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Name (print)\_\_\_\_\_  
Date**Part 4** (completed by preparer)

Draft prepared and sent for formal review on: \_\_\_\_\_. Comments resolved on: \_\_\_\_\_. After comments have been resolved with each reviewer, obtain signatures of the reviewers in part 5.

**Part 5** (signed by required reviewers: NA for quick-change revisions)

I attest that all my comments and concerns have been satisfactorily discussed, resolved, and/or incorporated into the final version of the plan.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Name (print)\_\_\_\_\_  
Date\_\_\_\_\_  
Signature\_\_\_\_\_  
Name (print)\_\_\_\_\_  
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(Use back side for additional signatures)

Preparer: After all reviewers have signed above section, submit this form with copy of draft and final plan to records coordinator.